|  |  |
| --- | --- |
| **CWU Student Position Description** | |
| **Position Title:** | **Number of openings to fill:** |
| **Position Number:** | **Work study required/preferred:** |
| **Job Code:** | **Start Date:** |
| **Campus Location:** | **End date:** |
| **Hiring Manager:** | **Duration of posting: Until** |
| **Interviewers:** | **Advertise on social media:** (Y/N) |

|  |  |
| --- | --- |
| **Job Summary (Purpose):** | *How can this position offer the most benefit to the department?*  *How does this work affect institutional success?*  *Why does this job exist?* |
| **Job Duties (Essential Functions):** | *Indicate any specific policies, procedures, guidelines or regulations/standards under which work is performed.* |
| **Required Qualifications (Skills Needed):** | *Identify the knowledge, skills, and/or abilities required to perform the essential job responsibilities and duties competently.* |
| **Preferred Skills:** | *List any preferred qualification statements which indicate “it would be a plus if” or “preference given to students who”* |
| **Educational Benefits:** | *How will this work support the student’s education and future?* |

|  |
| --- |
| **Working Conditions:**  *Describe working environment (office, field, indoors/outdoors, exposure to risks, safety requirements, etc.) and anticipated variation in working hours (such as flexible schedule, some evening and weekend work, occasional travel, etc.* |
| Office/Clerical Positions:  Work is performed in an indoor office setting with frequent in-person interactions. It is essential to be able to remain at a desk/computer work station for prolonged periods of time, perform extensive data entry and other computer-related tasks and create/maintain filing systems for departmental records. Some evening or weekend work and/or occasional travel may be required.  Facilities-Related Positions:  This position may work indoors and outdoors, at times in hot/cold/noisy/dirty/wet/confined areas such as mechanical rooms, manholes and excavations, and may need to physically access work areas with the equipment and tools necessary for completion of the job. This often requires standing/crawling/bending/walking/climbing while carrying/pulling/pushing/lifting associated with equipment or tools. Occasional overtime is required and shift work may be required. May need to drive a service vehicle in congested areas.  Dining-Related Positions:  Work is performed primarily indoors, at times in hot/cold/noisy/wet areas with some exposure to hazardous equipment and products. Working in temperatures from 0 degrees (freezer) to 350+ degrees (around cooking equipment) is common. Work requires walking and standing (often in a stationary position) for the majority of each shift. Bending/climbing/carrying/pulling/pushing/lifting associated with loading/unloading of supplies and preparation, plating and serving of food is required. Occasional overtime is required and shift work may be required.  If other (describe working environment): |

|  |  |
| --- | --- |
| **Pay and Work Schedule:** | |
| **Hourly Pay**: | **Schedule/Hours:** |

|  |
| --- |
| **How to Apply:**  *List documents you would like students to attach in their application* |

To apply for this position, you must complete the online application and attach:

* Cover letter
* Resume
* Schedule of Availability
* Class Schedule
* References

|  |
| --- |
| **Contact Information:**  *List contact information for students who have questions about the position* |

**For questions, please contact:**

Name:  
Email:   
Phone:   
Website: